

## Kansas.gov Subscription Service Agreement

### WHAT YOU NEED TO DO:

#### STEP 1: READ THE FINE PRINT

It is important that you read this entire document, as well as the Kansas.gov Subscription "[Terms and Agreements](#)," before submitting your subscription service agreement. By signing below in Step 2, you agree that you have read and agree to the terms and agreements of the Information Network of Kansas Subscription Service Agreement, and the Kansas Open Records Act describing the limitation of use for information accessed through INK.

#### STEP 2: DESIGNATE AN ACCOUNT ADMINISTRATOR

Printed Name:			
Title:			
Email:			
Signature:		Date:	

#### STEP 3: ADDRESS INFORMATION

	Mailing Address	Billing Address (if different than mailing)
Organization Name		
Attention		
Street Address		
City, State, Zip		
Phone Number		
Fax		

#### STEP 4: SELECT BILLING OPTION

Please carefully read the information on "[Billing Options](#)" before selecting your choice:

<input type="checkbox"/> <b>Manual (processing fees added)</b>	<input type="checkbox"/> <b>Electronic (no processing fees incurred)</b>
In lieu of having funds electronically debited, payment for initial subscription fee and monthly usage fees will be made via check.	Bank Name:
	Routing Number:
	Account Number:
	<b>INITIAL FEE WILL BE AUTOMATICALLY DEBITED FROM THIS ACCOUNT. DO NOT SEND A CHECK.</b>

**STEP 5 : SUBMIT COMPLETED FORM AND FEES**

Please print and complete one form per account. Each account requires an initial subscription fee of \$125.00. Send **ALL PAGES** of completed service agreement(s) and initial subscription fee(s)\*, made payable to Kansas.gov, via U.S. Postal Service to:

Kansas Information Consortium, LLC (dba Kansas.gov)  
ATTN: Help Center  
534 S. Kansas Ave., Ste 1210  
Topeka, KS 66603-3434

**\*PLEASE NOTE: If you have enrolled in Electronic Billing Option in Step 4, the initial subscription fee will be automatically debited from your account. DO NOT SEND A CHECK.**

**WHAT YOU NEED TO KNOW:**

- In order to subscribe to the Information Network of Kansas's "Kansas.gov Subscription Service," you must complete all sections of this agreement.
- By signing this form, you agree that you have read and agree to the following:
  - [Terms & Agreements](#)
  - [Billing Options](#)
  - [Cancellation Terms](#)
- This service agreement must be signed, dated, and returned to the address indicated in Step 5.
- Any service agreement that is received without signature and/or account number will be discarded.
- \$125 annual subscription fee will be applied automatically, unless we are notified in writing at the address above.
- Certain INK services have statutory and/or transaction fees associated with them. ALL FEES are subject to change by the Board of Directors of the Information Network of Kansas, Inc.
- Account Administrators will be the primary point of contact for your account. Only the designated Account Administrator may make changes to or inquiries on your account.
- If you have any questions regarding information contained within this service agreement, please contact the KIC Help Center at 1-800-4KANSAS (1-800-452-6727)

**FOR OFFICE USE ONLY:**

Account Number	_____
User Name	_____
INK Signature	_____
Date	_____

